INFORMATION PAPER

SUBJECT: Human Resources (HR) Regionalization

1. Purpose. To provide District Commanders information on HR Regionalization, and request their help in ensuring that their managers and HR staff members receive training in the Army's new automation tools for regionalization.

2. Facts.

     a. One of the keys to successful regional personnel servicing is using Army's new automation tools. These tools expand access to personnel data and provide managers, supervisors and employees more flexibility and access. Many managers who have used these tools (also called Functional Process Improvements (FPIs)), have said they are useful and helpful in performing their personnel management functions. We must all do everything we can to ensure that managers recognize and fulfill their HR management responsibilities, since the numbers of HR staff are being severely reduced. We need your help to ensure that all your managers are trained and connected to the FPIs, shortly before your organization stands-up in a regional configuration.

     b. The Army Center for Civilian Human Resources Management (ACCHRM) currently conducts two training programs in automation for regionalization. These courses are called Systems Administrator Regional Applications (SARA) and Regional Applications Train-the-Trainer (RATT). These two courses are designed to provide your Personnel Systems Managers (PSMs), line managers, Information Management Specialists and Personnel Specialists with the skills necessary to use the "Integrated Suite" of these programs: PERSACTION, COREDOC, TRAIN and Regional Application .

     c. SARA, conducted at ACCHRM (Lancaster, PA), trains systems administrators, PSMs, Information Management Officers (IMOs) and Directors of Information Management (DOIMs) in the technical portion of operating the Integrated Suite. All commanders should ensure that they have appropriate personnel attend SARA shortly before they start to receive regionalized personnel servicing.

     d. RATT, typically conducted at ACCHRM, trains Civilian Personnel Advisory Center (CPAC) and Civilian Personnel Operations Center (CPOC) trainers to deliver training to both your Personnel Specialists *and* your line managers in PERSACTION, COREDOC and TRAIN. All Corps activities should ensure that one or more of their people qualify as trainers by attending RATT shortly before standing-up with the region. Further, all activities should be developing training plans to train their Personnel Specialists and line managers.

     e. Connectivity can be accomplished by working with your local Information Management Offices (IMOs). IMOs should install free HQDA-supplied software on personal computers. Training can be provided by your regional Civilian Personnel Operations Center

(CPOC).

      f. Administrative Officers may also use the FPIs, if delegated responsibility by management. We have distributed information on minimum computer configurations needed through HR and IM channels. This information is also available online at http://www.cpms.osd.mil/pmo/config.htm.

3. This information paper has been approved by Dr. Susan Duncan, Director of Human Resources.

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